



FOR OFFICE USE ONLY:

FOIL REQUEST NUMBER: _____ DATE RECEIVED: _____

SUFFOLK COUNTY BOARD OF ETHICS

335 Yaphank Avenue, Yaphank, New York 11980 • Office 631.852.4038 • Fax 631.852.4041

Application for Access to Public Records (FOIL Request)

Instructions to Applicant: Please complete Section 1 of this application (continues on page 2). Mail, email, fax or hand-deliver completed application to the agency Freedom of Information Officer listed below.

Provide request to: Attn: Samantha Segal, Esq.
Freedom of Information Officer
Suffolk County Board of Ethics
335 Yaphank Avenue
Yaphank, New York 11980

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(STAMP RECEIVED)

Section 1: To be completed by Applicant.

Contact Information:

Your Name:	
Address:	
Department/ Agency/ Committee (If Applicable):	
Phone:	Fax:
Email Address:	

I hereby apply to inspect the following record. (Please describe the record sought. If possible, supply a date, filer's name, a department name, and any other information that will help locate the record desired):

If you requested a list of names and/or addresses, will the list be used for solicitation or fund-raising purposes? ☐ Yes ☐ No

Date of Application: _____

Signature of Applicant: _____

Printed Name: _____

Section 2: For use by agency's Freedom of Information Officer Only.

- ☐ Approved
- ☐ Records not maintained or possessed by this agency.
- ☐ Records cannot be found after diligent search.
- ☐ Denied. Reason for denial _____. (Insert number corresponding to applicable reason for denial as listed in section 4 of this application. Further detail may also be provided on the last page of this form.)
- ☐ Receipt of this request is acknowledged. The approximate date by which a determination will be made is _____. (If more than 20 business days, state reason for delay and a date certain for response.)

Date Certain for Response: _____

Date: _____

Freedom of Information Officer's Signature: _____

Section 3: Notice to Applicant.

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE OFFICE OF THE COUNTY ATTORNEY WITHIN 30 DAYS OF THE DENIAL. INFORMATION AS TO THE PERSON TO CONTACT IS SHOWN BELOW. THE CONTACTED PERSON MUST RESPOND TO YOU IN WRITING WITHIN TEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.

ADDRESS FOR APPEALS ONLY: SUFFOLK COUNTY ATTORNEY
ATTN: FOIL APPEALS OFFICER
H. LEE DENNISON BLDG., 6TH FLOOR
P.O. BOX 6100
HAUPPAUGE, NEW YORK 11788

Section 4: Reason for denial of access to records.

1. Records are specifically exempted from disclosure by State or Federal Statute.
2. Disclosure would constitute an unwarranted invasion of personal privacy as follows:
 - a. Disclosure of certain employment histories, medical or credit histories or personal references of applicants for employment;
 - b. Disclosure of items involving the medical or personal records of a client or patient in a medical facility;
 - c. Sale or release of lists of names and addresses if such lists would be used for solicitation or fund-raising purposes;
 - d. Disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;
 - e. Disclosure of information of a personal nature reported in confidence to an agency and not relevant to the work of the agency requesting or maintaining it;
 - f. Information of a personal nature contained in a workers' compensation record, except as otherwise provided by the Workers' Compensation Law; or
 - g. Other (specify):

3. Disclosure would impair present or imminent contract awards or collective bargaining negotiations.
4. Records are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise which if disclosed would cause substantial injury to the competitive position of the subject enterprise.
5. Records are compiled for law enforcement purposes and, if disclosed, would:
 - a. Interfere with law enforcement investigations or judicial proceedings;
 - b. Deprive a person of a right to a fair trial or impartial adjudication;
 - c. Identify a confidential source or disclose confidential information relating to a criminal investigation; or
 - d. Reveal criminal investigative techniques or procedures, except routine techniques and procedures.
6. Disclosure would endanger the life or safety of a person or persons.
7. Records are inter-agency or intra-agency materials which are not:
 - a. Factual or statistical tabulations or data;
 - b. Instructions to staff that affect the public;
 - c. Final agency policy or determinations; or
 - d. External audits, including but not limited to audits performed by the comptroller and the federal government.
8. Records are examination questions or answers requested prior to the final administration of such questions.
9. Records, if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

Explanation of reasons for denial, if necessary (annex additional pages if necessary):
